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To: M. E. Szymanczyk

Date: October 12, 1992

From: L. M. Cummings

Subject: RECORDS MANAGEMENT PROGRAM

Following is the third quarter report on the status of the Records Management Program in the Tobacco Sales Force Field Offices (TSF).

Due to changes in legal records retention requirements, the TSF Section Office records retention schedule was revised during this reporting period. The need for additional revisions is currently being reviewed by legal counsel and the Section Office records coordinators. If this evaluation shows that additional revisions are required, we will initiate a retention schedule maintenance form to effect the necessary changes in the fourth quarter.

The records inventory data was received and entered into the Records Management Inventory System for eight more Field Offices during the third quarter. Fifty-five percent (55%) of the TSF records inventory data is currently maintained in the Records Management Inventory System. Transfer and disposal notices were generated from the inventories of TSF records maintained in the Records Management Inventory System and 36% of the Field Office records have been transferred or disposed according to the approved departmental retention schedule. This represents a 26% increase since the second quarter.

Even though the transfer and disposal phase of the Records Management Program steadily progressed in the TSF Department during the third quarter, many of the Field Offices have fallen behind schedule. Unless this situation is reversed soon, the TSF Department will not fully comply with the 1992 Records Management Program requirements. On the attachment to this report, I have highlighted each Field Office that is late turning in their records inventory data or not transferring and disposing records within the 30 days requested by Legal after receiving their notice. I would be grateful for any assistance you could provide in moving these offices along.

Records Management audits were scheduled to be conducted in two Field Offices during the first quarter 1993. The objectives of these compliance reviews along with the offices to be audited will be issued several weeks in advance of the scheduled audit dates. At the conclusion of these reviews, we will submit a report outlining our findings and any corrective actions that may be required to ensure program compliance.

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Preparation for the annual Records Management Training Sessions was started in the third quarter. Working with the New York Legal Department, we prepared a training script and a list of all PM USA departmental records coordinators who must receive this training. The revised PM USA Records Management Manual and Records Management Operating Procedures will also be distributed during these training sessions. Provided that a representative from the Legal Department can be present and the training materials have been cleared by Legal, we will train the TSF Field Office records coordinators during the fourth quarter 1992. They will be notified two weeks in advance of their scheduled session.

If you have questions or would like to discuss the above, please let me know. Attached is a breakdown by the Field Offices showing implementation progress on the final phase of the Records Management Program.

Attachment

c: Section and Region Office Records Coordinators
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